



*Town of Colchester*  
*Cragin Memorial Library*  
*Colchester, Connecticut 06415*

**Board of Trustees Minutes**  
**September 12, 2007**

Present: Mary Ellen Mahoney, Chair; Celia Conrad, Treasurer; Ron Goldstein; Stan Soby  
Absent: Rev. Linda Barnes; Julianna Cameron; Edwin Cragin; Victor Horvitz; Jeffry Mathieu

The Meeting was called to order at 9:30 am.

Minutes of the June 13, 2007, meeting were read and approved.

**Treasurer's Report:** Enclosed. Celia brought up the question as to the fees assessed by Rob Tarlov's company. Ron will email him to receive clarification. Letter from Coletta & Coletta was read; proposal to prepare the annual 990 form for the year ending June 30, 2007, reconciling deposits and checks written, cash and investment accounts, related depreciation and fund balances for the year. Approved.

**Director's report:**

**Building & Grounds:** Garden Club and volunteers have been maintaining the flower beds; Energy Conservation Commission met at and toured library; may make some recommendations; new shelving in basement.; basement clean-up sale brought in about \$300; \$50 belongs to Trustees. Vote to give \$50 to Library donation fund. Approved. Zagray fund: ten new computer work station chairs and a VMI disk cleaner/restorer have been purchased and are in place.

**Personnel:** One Page/Shelver position has been cut from the budget and one page has resigned due to school conflicts. Karen Sanquedolce, Circulation Supervisor, has resigned as of September 10, 2007, to accept a position at Fields Memorial School library in Bozrah.

The library received a \$3,000 gift from Michelle Neri-Lorette, in memory of her sister Jennifer. The library will purchase young adult books and a book display in her memory.

**Technology:** The Library continues to receive free internet service via the Connecticut Education Network (CEN), WIFI continues to gain in popularity; we are receiving about 40% discount off our telephone service via the Universal Service Fund (USF). Staff has begun to count the number of times patrons are assisted in computer use: August count was 204.

Proposal made to limit interlibrary loan requests to town residents in order to better utilize staff time. (Out of town patrons may initiate requests from their home libraries.) Approved.

**Old Business:** Research into fixed asset/personal property lease – no report.

**New Business:** Mary Ellen volunteered to read over Bylaws which are not current and suggest amendments. Ron suggested that the Board meet before the next scheduled meeting to review the Board's role now that they are in an advisory role. The Directors and Officers insurance has been amended by dropping the employee insurance portion; savings is \$400.

Next quarterly meeting will be Wednesday, December 12 at 9:00 am in the Library.

Meeting adjourned at 10:10 am.

Respectfully Submitted,

Siobhan Grogan, Acting Secretary

